

# Texas State Affordable Housing Corporation Compliance Review Observation Report

## Sierra Vista Apartments

10501 Montwood Drive, El Paso, Texas 79935

OWNER: RHAC – Sierra, LLC

INSPECTION DATE: September 25, 2014

INSPECTOR'S NAME: James Matias & Celina Mizcles

Number of Units:	106	Number of required LI units:	106	Number of required VLI units:	N/A	
COMPLIANCE AUDIT				YES	NO	N/A
1)	Are procedures that ensure compliance with the set aside requirements and rent requirements effective?	X				
2)	Is the property accepting Section 8 households?	X				
3)	Is the income to rent ratio for Section 8 households less than 2.5?	X				
4)	Are the rent increases smaller than 5%?	X				
5)	Is there any discriminatory language on the Application for Tenancy or Occupancy Qualifications?		X			
6)	Does the lease or rental agreement inform the resident of Very Low Income/Low Income and Recertification requirements?	X				
7)	Is additional monitoring by TSAHC recommended?		X			
<b>COMMENTS:</b>						

SET-ASIDES				YES	NO	N/A
1)	Do the files reviewed establish that the property is meeting the Low Income residency requirement whereby 75 percent of the units are rented to tenants whose adjusted income is 80 percent or less of the median gross income for the Metropolitan Statistical Area where the property is located?					X
2)	Do the files reviewed establish that the property is meeting the Very Low Income residency requirement?		X			
3)	Are the set-aside units evenly distributed?					
	a)	No more than 60% of the set-aside requirements consist of one unit type?				X
	b)	No less than 20% of the set aside requirements consist of any particular unit type?				X
4)	If either of the set asides have not been met, are any units :					
	a)	Rented for less than 30 days, not including month-to-month?				X
	b)	Utilized as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, nursing home, hospital, sanitarium, rest home, or trailer court or park?				X
	c)	Leased to a corporation, business or university?				X
	d)	Owned by a cooperative housing corporation?				X
	e)	Not available for rental on a continuous basis to members of the general public?				X
<b>COMMENTS:</b>						

UNITS WALKED			
(units vacant and unready for extended period of time and all down units)			
Unit #	USR Designation	New Designation	Comments
NA			
<b>COMMENTS:</b>			

RESIDENT SERVICES				YES	NO	N/A
1)	Does the programming appear to cater to the resident profile of the property?		X			

# Texas State Affordable Housing Corporation

## Compliance Review Observation Report

2) Does the programming appear to be effective? Discuss your observations in the comments section below. Provide examples of the program effectiveness or ineffectiveness.	X		
3) Is there a resident services notebook available to review?	X		
4) TSAHC provided Technical assistance regarding:			
a) Resident attendance	X		
b) Frequency of service provided	X		
c) Transportation provided for off site services	X		
d) Notification to residents of services	X		
e) Number or type of services	X		
f) Survey of residents	X		
g) On-line reporting	X		
5) Does the property comply with the resident services requirement?	X		

**COMMENTS:**

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	X		
b) Fair Housing Poster?	X		

**COMMENTS:**

RESIDENT FILE REVIEW	YES	NO	N/A
1) Are there any Next Available Unit Rule Violations?		X	
2) Does the file audit establish that residents are being recertified on an annual basis?	X		
3) Does the owner maintain all records relating to resident income certifications, together with supporting documentation?	X		
4) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	X		
5) Does the file audit indicate that staff needs additional training?		X	

**COMMENTS:**

**Observation:** During the site visit, several unit files were missing the copies of the applicant screenings and the Health and Safety form (units affected 15, 24, 29, 36, 52, 58, 61, 66, 68, 74, 81, 85, 93 and 106). All of the items were submitted prior to the issuance of this report, therefore no findings were issued. It appears that the issues stem from not properly filing tenant documents. If management decides to keep separate files for different program requirement, section off the file into program sections, or submits files to a compliance department for review and approval, management must ensure that each tenant file, sections of the tenant file, or approved compliance file contains all required forms moving forward.

*If a new household moves in to any of the units with Findings (listed below), instead of submitting the required Corrective Action documents, submit with your response: the application for tenancy, the verifications, the Income Certification, and the 1<sup>st</sup> page of the lease for the new household occupying the unit.*

**Texas State Affordable Housing Corporation**  
**Compliance Review Observation Report**

<b>Unit</b>	<b>Finding</b>	<b>Corrective Action Requirement</b>
<b>COMMENTS: N/A</b>		

<b>SUMMARY OF FINDINGS AND OBSERVATIONS</b>
<b>Finding: N/A</b>